

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL  
Minutes of the Finance & Premises Committee Meeting  
Thursday, 15 March 2018 at 7.30 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Natalie Bates	NB
Helen Cooper (Non-governor for this committee)	HC

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Cathy Sweet, Frank Newton, Natalie Bates, Helen Cooper and Debbie Townsend.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	With the Chair absent, Cathy Sweet agreed to act as Chair for this meeting.		
1.5	Apologies for absence, with governors' consent: Rob Jagger.		
1.6	Absent: David Varey.		
1.7	Declarations of Interest: None.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting held on 11 January 2018, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the eight Action Points from the last meeting had both been completed (APs 3, 4, 5, & 8).		
3.3	The following points were noted for the remaining four APs, including: <ul style="list-style-type: none"> <li>• AP1 - The idea of establishing an 'Enrichment Trust' was raised at Parent Forum on Monday, 5 February 2018, and will be discussed again at the next meeting on Monday, 21 May 2018. This matter to be an agenda item on Thursday, 14 June 2018;</li> </ul>	June 18	Head/ Clerk

Primary Finance & Premises 03.05.18

READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	<ul style="list-style-type: none"> <li>AP2 - The Head/SBM had obtain a draft letter, as used by a school that has set up a Trust, and will need to amend this for use at Thorndown;</li> <li>AP6 - A review of the Pupil Premium Spending Plan to be included in the agenda at the F&amp;P meeting on Thursday, 3 May 2018;</li> <li>AP7 - Budget for 2018/19 to be included in the agenda at the F&amp;P meeting on Thursday, 3 May 2018 (with LA Budget deadline on Friday, 4 May 2018).</li> </ul>	April 18	Head/SBM
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<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Head explained that she and the SBM both found the new Budget toolkit (OROVIA) extremely difficult to use and very time-consuming. New monthly reports will be produced from this system from April 2018.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair had no action to report.		
<b>6.</b>	<b>Budget Monitoring 2017/2018</b>		
6.1	The latest Budget Monitoring notes for 2017/2018 had been circulated prior to the meeting.		
6.2	Forecast figures show a carry forward of around £25K, although around £10K needs to remain with Sports Premium Funding. The possibility of ring fencing at least some of the remaining £15K to cover the costs of replacing catering equipment was discussed.		
6.3	<b>Income</b> <ul style="list-style-type: none"> <li>All SEN Funding has now been received;</li> <li>Funding has now been paid for Reception SEN pupils who have agreed EHCPs: Lettings - £1,1000 additional to budget and further income is due to be banked;</li> <li>Maternity Claim – 2 claims have now been made and paid;</li> <li>Staff Sickness – 2 claims have been made for TAs who have been absent for more than 10 days - £231.75 1 claim has been made for a teacher currently off sick; and</li> <li>Maths Hub Income. This continues to increase and we are due a further £3,000 during February. It is expected to exceed budget by £5,750</li> </ul>		
6.4	<b>Teachers Pay</b> <ul style="list-style-type: none"> <li>£2,680 underspend showing. 2% pay award for UNQ and Main scale applied and 1% for UPS. The PM increases have now been applied; and</li> <li>Monthly claims for 10% of DH salary are being made (secondment to Maths Hub).</li> </ul>		
6.5	<b>Supply Pay &amp; Agency staff costs</b> <ul style="list-style-type: none"> <li>Total Annual Budget £28,580;</li> <li>Total budget to Feb - £26,197;</li> <li>Current Spend £19, 540.99;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Costs were saved by using the Teacher (now on Maternity Leave) and the HLTA to cover the majority of cover needed in September and October;</li> <li>• Teacher covered – 20.5 days – would have cost £4,100 if supply used; and</li> <li>• HLTA covered –22 days (to end February) – would have cost £4,400.</li> </ul>		
6.6	<p><b>Teaching Assistant</b> - Overspend of £37,774.22 is largely due to a high number of SEN children in Reception.</p> <ul style="list-style-type: none"> <li>• New staff recruited for 1:1 SEN children (Additional income for SEN children £32,614); and</li> <li>• 3 month payment for 1 TA who retired on EIH</li> </ul>		
6.7	<p><b>Caretakers Pay</b> - £7,389 Over spend offset against lettings. Forecast Lettings income £9,000. However, part of this overspend is made up of call outs and additional locking up outside of contract (15 hours this financial year)</p>		
6.8	<p><b>Midday Supervisor Pay</b> - Premier Sport continue to run the lunch time club. Overspend due to training course and overtime worked to cover staff absence.</p>		
6.9	<p><b>Staff Training and Development</b> - Current overspend £2,067 over year end budget. Most courses have now been booked but there have been some expensive but necessary courses relating to SDP:</p> <ul style="list-style-type: none"> <li>• HLTA £980;</li> <li>• ICT co-ordinator £595;</li> <li>• Paediatric First Aid £600; and</li> <li>• Midday Supervisor £450.</li> </ul>		
6.10	<p><b>Building Maintenance</b> - Overspend £2,200 as the bills for the emergency lighting corrections come through. The DEC has been completed.</p>		
6.11	<p><b>DSO Cleaning Contract</b> - The new cleaning contract is now in place. Costing £43,828 against CCS costs of £52,587. This line is currently showing an overspend as 2 CCS payments were taken on February Funding Statement. These will be reimbursed on March Funding Statement.</p>		
6.12	<p><b>Water and Sewerage</b> - The DD payments are now being taken. This is showing an underspend.</p>		
6.13	<p><b>Electricity &amp; Gas</b> - Overspend on electricity £1,865. The Eco Team are trying a switch off week to monitor habitual changes and the impact on the usage. Gas overspend £909.</p>		
6.14	<p><b>General Curriculum</b> - £4,274 underspend showing at present. All ordering has now stopped and we will be catching up outstanding invoices.</p>		
6.15	<p><b>Catering</b> - Current forecasts show a surplus of c£15,000 at the end of the year. As we approach the end of the tax year, I would suggest that we discuss the possibility of ring fencing at least some of this revenue to cover the costs of</p>		

	replacing equipment Uptake of school meals is currently running at an average of 61% (previously 62 %). UIFSM take up is currently 73% an increase of 2% from the end of last half term. Paid Pupil Meals is currently 36%. Dinner numbers vary between 302 – 343 on a daily basis. The rolling programme of inviting parents in to have lunch with their child is proving to be very popular and most parents will partake of school meals.																						
6.16	<b>Pupil Premium Funding</b> - Support for after school clubs continues to be popular and the range of clubs on offer means that there is pretty much something for anyone. There is strong evidence that partaking in an after school club raised academic achievement and has a good impact on self-esteem and confidence.																						
6.17	<b>DFC</b>																						
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6.18	<b>Pre-School</b>																						
6.18.1	Current Numbers at Pre-School per session - there is a large demand for places at the Pre-School and we are currently full in all sessions with 59 on role. This reflects an increasing number of parents taking up their free entitlement of 30 hours with us.																						
6.18.2	There are a number of children already attending the Pre-School who have requested additional sessions and 28 on the waiting list to be offered places. Some of these are waiting for an Easter start.																						
6.18.3	A new and experienced Key Worker has been employed. She has replaced a member of staff who resigned. Another Key Worker has also been recruited for 20 hours per week This will allow morning sessions to increase to 40 children and will also allow cover for lunchtimes. One member of staff has agreed to work her usual day off which has allowed us to make some places available on a Tuesday. Current forecasts shows an underspend.																						
6.18.4	A teacher will be employed in Pre-school in September 2018.																						

<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	<b>Review Pupil Premium Spending Plan</b> – to be included in the agenda at the F&P meeting on Thursday, 3 May 2018.		
<b>8.</b>	<b>Review of revised Policy Schedule</b>		
8.1	Review of revised Policy Schedule - none this term		
<b>9.</b>	<b>Standing items</b>		
9.1	<b>Health &amp; Safety Inspections &amp; Committee feedback</b> - the last Committee meeting had to be postponed and a new date is to be arranged.		
9.2	<b>Changing rooms/Training facility</b> – A discussion took place about an idea to link the building of new changing rooms with a training facility, and the possible use of this area by Pre-school or After School Club. This might be in one additional building on site or in two buildings. Options will be investigated with new funding streams sought. Each new room could also be used to generate future income.		
9.3	<b>Spending on the Pre-school</b> – discussed in Budget Monitoring, item 6.18 above.		
9.4	<b>After-School Club</b> – The Head informed the Committee that the school had provided the staff of the After-School with the TUPE paperwork, even though it was the employer’s responsibility. The staff are happy about the arrangements. Parents have been informed of the new arrangements to start after Easter and can now book and pay on-line.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	There being no other business the meeting closed after item 11 at 8.28 pm.		
<b>11.</b>	<b>Summary of Impact on Standards and Progress</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement. The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Noted the continued success of the Pre-school; and</li> <li>• Understood that by careful financial management the forecast for the end of year showed potential for a small carry-forward figure.</li> </ul>		

**Finance & Premises Committee Action Points – 15 March 2018**

<b>F&amp;P 4 2017/2018</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.3 The idea of establishing an 'Enrichment Trust' to be an agenda item on Thursday, 14 June 2018.	Head/Clerk	
AP2	3.3 The Head/SBM had obtained a draft letter, as used by a school that has set up a Trust, and will need to amend this for use at Thorndown.	Head/SBM	
AP3	3.3 A review of the Pupil Premium Spending Plan to be included in the agenda at the F&P meeting on Thursday, 3 May 2018.	Head	
AP4	3.3 Budget for 2018/19 to be included in the agenda at the F&P meeting on Thursday, 3 May 2018 (with LA Budget deadline on Friday, 4 May 2018).	Head/SBM	